

Experience Program Registration Form and Contract

To be eligible to register for the *Experience Program*, students must have earned a minimum of 30 cumulative credit hours and a GPA of 2.0 or higher. Please note that the normal maximum course load per semester is 18 credits (including the credits attempted through this Experience.) In order to register for more than 18 credits, a course overload form must be completed and submitted to the Office of the University Registrar. Experience credits can be earned in any non-business discipline. Students wishing to earn business credit through internship should contact the Charlton College of Business. Please check with your faculty sponsor before submitting this registration form to determine your academic status and to further discuss the proposed Experience. Experience contracts are due by the **4th week of the semester**.

Title of Experience _____	Semester/Yr of Enrollment _____	# Credits _____
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Last Name	First Name	Middle	Student ID#
Street	Apt No.		Email address
City	State	Zip	Phone

Qualifications for Program

Major	Total Cumulative Credits Earned to Date	Total Credits Earned to date through Experience Learning	Cumulative GPA
Credits enrolled this semester prior to Experience			

UMD Sponsorship of Experience

Sponsoring Department (Non-Business Only)	Faculty Sponsor (Please print.)	UMD Extension
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Sponsoring Agency/Supervisor Information

Name of Outside Agency (Or UMD Department)	Agency Supervisor (Please print.)	Supervisor email
Street	Apt No.	Supervisor Phone
City	State	Zip

I have read the Experience Program Policy Statement and Role Statement and I understand the terms and conditions as stated:

Student	Date
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Faculty Sponsor (or Dean/designee if applicable)		Registrar/Enrollment Services Use only	
Date accepted:	Initial:	Date registered:	Initial:
Date to Registrar/ES:	Initial:	Course prefix, number--section:	

UMass Dartmouth Experience Program Registration Form and Contract
Section II—Responsibilities of the Program

Responsibilities of the Student

- Obtain a placement and a faculty sponsor.
- Complete the Experience Program Registration Form and Contract and acquire all required signatures.
- Agree upon a work schedule with the supervisor and faculty sponsor.
- Work toward achieving your proposed learning objectives throughout the semester.
- Meet with the workplace supervisor and with the faculty sponsor at least three times during the semester to discuss your progress toward achieving your learning objectives.
- Under the direction of the faculty sponsor, create and submit a final written statement of your contract's results.

Signature of Student

Date

Responsibilities of the Supervisor

- Provide the student with a professional-level learning experience and appropriate supervision.
- Meet with the student at least three times during the semester to discuss the student's progress toward achieving the proposed learning objectives.
- Discuss the student's progress toward achieving the proposed learning objectives with the faculty sponsor at least three times during the semester.

Signature of Supervisor

Date

Responsibilities of the Faculty Sponsor

- Read the Experience Program Policy Statement and be familiar with the policies and procedures outlining the Program.
- Assure that the contract involves an experiential learning situation worthy of academic credit, i.e. professional work related to an academic discipline.
- Approve the proposed Experience and determine the number of credits to be awarded. The number of credits should be based upon the course-equivalent knowledge to be gained by the student.
- Determine whether the contract will require the signature of a Dean or designee.
- Meet with the student at least three times during the semester for the purposes of review and assessment:
 - 1) At the beginning of the Experience to develop the conditions for learning and evaluation.
 - 2) At mid-semester (mid-term assessment)
 - 3) At the end of the contract period to evaluate the results and determine the grade (credit/no credit)
- Discuss the student's progress toward achieving the proposed learning objectives with the workplace supervisor at least three times during the semester.
- Assess the student's final achievement on a credit/no-credit basis for the number of hours specified in the contract.

Signature of Faculty Sponsor

Date

**UMass Dartmouth Experience Program
Section III–Contract**

(Please print clearly or type.)

Title of Experience/Contract:

Description of Experience:

Learning Objectives:

**UMass Dartmouth Experience Program
Section III–Contract**

(Please print clearly or type.)

Assessment and Final Paper:

Supervision:

Credit(s):

SIGNATURES:

Student: _____	Date _____
Outside Supervisor: _____	Date _____
Faculty Sponsor: _____	Date _____
Sponsoring Department Chairperson: _____	Date _____
Student's Major Chairperson: _____	Date _____
Student's College Dean or Designee _____	Date _____

Student's College Dean (if required):

A Dean's signature is required only if total credits earned through experiential learning/internship throughout the academic career exceed six [6].)